

Chief Deputy Clerk Job Description

- I. **STATEMENT:** The Chief Deputy Clerk is responsible for supervising the filing and maintenance of the accurate record of all transactions through the Juvenile Clerk of Courts Office. All monies collected through the Court will be handled through the Juvenile Clerks Office and will be supervised by the Chief Deputy Clerk. All word/record processing is done via the Court's case management system.
- II. **QUALIFICATIONS:**
- A. High school graduate is required. The completion of at least two years of full-time post secondary education at an accredited college or university is preferred. A minimum of three years substantive supervisory and administrative experience in a moderately to highly complex organization may be substituted for the preferred educational requirement.
 - B. Thorough, in-depth knowledge of the criminal justice system, courts and clerk-related practices, principles, laws and operations.
 - C. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook and Excel.
 - D. Ability to prioritize work, work independently without daily supervision, perform a variety of duties and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints.
 - E. Ability to effectively and professionally communicate verbally and in writing to a diverse audience.
 - F. Demonstrated dependability, reliability and excellent attendance record.
 - G. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership and sound judgment.
- III. **RESPONSIBILITIES:**
- A. To supervise each employee in the Clerks' Office
 - B. Assign Deputy Clerks to required duties and scheduling
 - C. Assist other positions as needed
 - D. Supervise receptionist and all telephone functions
 - E. Maintain a smooth and efficient office
 - F. Proper filing of all paperwork, complaints, warrants, etc.
 - G. Monthly accounting of all cases
 - H. Provide necessary documentation and information required during audits
 - I. Receipting, recording and depositing all monies received
 - J. Balancing monthly bank statement with checkbook.
 - K. Any and all jobs deemed appropriate by the Judge and/or Administrator